



Keeping Track of Children at All Times: Keys to Appropriate Supervision

When caring for children, you have the responsibility to assure they are safe at all times. There is never an acceptable excuse for losing a child. Preventing children from wandering away or from becoming separated from the rest of the group takes a great deal of planning.

Here is a list of some of the most common times and places when you may lose a child:

- when a new child joins your home/center;
- when you have assistants, new staff, or substitutes who do not know the children or the routine;
- during pickup and drop off times;
- when you are transporting children;
- during transition times;
- when children use a bathroom that is located outside the classroom;
- during caregiver shift changes;
- during meal preparation and food service;
- during outdoor play, especially if the

playground is not immediately accessible to the home or center.

- at the end of the day;
- during field trips; and
- during fire and tornado drills.



When you take children on a field trip, special precautions should be taken. Children can become disoriented in strange places or crowds. This is a time when you are more likely to have a child separated from the group or forgotten by the adults.

Before you leave for the field trip site:

- Choose the location carefully to be sure it's appropriate for the age level and interests of all the children.
- Determine if the location and/or the activity you

have selected would require an increased number of adults to provide adequate supervision. ***Adult to child ratios can be increased above state minimums for safer supervision.***

- During outings with older children, consider how you will handle supervision when children are using different gender restrooms.

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✓ Check Us Out on the Web

If you haven't checked out the Bureau of Child Care's web site lately, you should log on and see what's new. The web site has been revised to include information on the licensing and complaint process, and how parents can locate child care. The web site also has links to Bureau of Child Care brochures and a link to the previous issues of the Healthy Child Care newsletter.

Our web address is: www.health.state.mo.us/AbouttheDepartment/BofCC.html.
Log on and check it out!

What's Happening with Rule Revision ?

In July, 2000, the Bureau of Child Care (BCC) began the process of revising the licensing rules for child care homes, group homes and centers and developing licensing rules specifically for school-age programs.

Five work groups were formed to aid in the rule revision process. The work groups are made up of child care providers, representatives from resource and referral agencies, the state Fire Marshal's office, Educare, BCC staff, and other interested parties.

The rule revision process was launched during the July Child Care Advisory Committee. Since July, each of the work groups has met regularly. They have dealt with definitions, physical plant, and supervision issues.

The groups are discussing the issues and then formulating general ideas for what they would like to see in the revised rules.

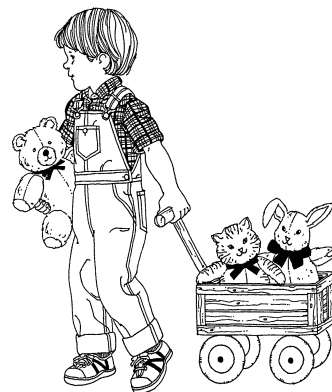
There has been a great deal of discussion on the format of the rules. Some of the ideas include: separating the infant/toddler rules from the preschool rules; listing fire safety and sanitation rules in a separate section; and including rationale for the rules in the rule books.

In 1998, the Bureau of Child Care began distributing Rule Revision Suggestions forms to child care providers, and others who have an interest in Missouri's child care licensing rules. The bureau has received more than 300 suggestions from child care providers, parents, training staff, and Bureau of

Child Care staff. These suggestions have been a great asset to the work groups as they move through the process.

After the work groups make their final recommendations, a draft of the proposed licensing rules will be completed. At that time comments will again be sought from child care providers, parents, child advocates, and other interested parties. The comments will be evaluated and necessary changes will be made, before a final draft is prepared.

Stay tuned for more information as the process continues.



Consumer Product Safety Commission

The U. S. Consumer Product Safety Commission (CPSC) is an independent federal regulatory agency that works to reduce the risk of injuries and deaths from consumer products. You can reach the CPSC through:

- ◆ The CPSC toll-free Hotline at (800) 638-2772 or (800) 638-8270 for the hearing and speech impaired.
- ◆ The CPSC web site address at <http://www.cpsc.gov>

How to Obtain Recall Information

The U.S. CPSC issues approximately 300 product recalls each year, including many products found in child care settings.



Many consumers do not know about the recalls and continue to use potentially unsafe products. As a result, used products may be loaned or given to a charity, relatives, or neighbors, or sold at garage sales or secondhand stores. You can help by not accepting, buying, lending, or selling recalled consumer products. You can contact the CPSC to find out whether products have been recalled, and if so, what you should do

with them. If you have products that you wish to donate or sell and you have lost the original packaging, contact the CPSC to find out product information.

To receive CPSC's current recall information automatically by e-mail or fax, or in a quarterly compilation of recalls sent by regular mail, call CPSC's hotline and after the greeting, enter 140, then follow the instructions given.

Each issue of this newsletter will highlight a recalled product or a safety issue; however, it would be wise to check with the CPSC on a regular basis for more comprehensive information.

CPSC Alerts Caregivers to Hidden Hazard in Babies' Cribs

The U.S. Consumer Product Safety Commission (CPSC) is warning caregivers about the dangers of loose or oversized sheets in babies' cribs. Since 1984, CPSC has learned of the deaths of 17 babies, most under 12 months old, who suffocated or strangled when they became entangled in sheets in their cribs or beds. Two of these deaths were with fitted crib sheets.

CPSC has worked to strengthen safety requirements for fitted crib sheets. An industry standard requires crib sheets to have a warning label that says "Prevent suffocation or entanglement. Never use crib sheet unless it fits securely on crib mattress." CPSC also has pushed industry to improve the fit of crib sheets on mattresses.

CPSC offers the following tips on ensuring a safer sleeping environment for babies:

- ◆ Make sure the crib sheet fits snugly on a crib mattress and overlaps the mattress so it cannot be dislodged by pulling on the corner of the sheet.
- ◆ Never use an adult sheet on a crib mattress; it can come loose and present an entanglement hazard to young children.
- ◆ Place a baby on his/her back on a firm, tight-fitting mattress in a crib meeting current safety standards.
- ◆ Remove pillows, quilts, comforters, and sheepskins from the crib.

To get a free copy of the crib safety alert, write to CPSC, Washington, D.C. 20207, or e-mail CPSC at publications@cpsc.gov.

Keeping Track of Children at All Times:

(continued from page 1)

- Find out where emergency help is available near the area and where a phone is located. Consider taking a mobile phone with you.
- Devise an identification system that helps to identify each child. Make sure all children are easily identifiable as belonging to your program, especially when there are other groups of children at the site. Some facilities use brightly colored T-shirts and tags with the name and phone number of the facility. It may not be wise to use the child's name on the tag as this can be used to lure the child away.
- Assign each caregiver to a specific small group of children. All adults, even those assigned to specific children, must be aware of their assigned children and the total group at all times.
- Prepare children before leaving on the field trip:
 - ✓ Talk about where you are going, what you will be doing, and the behavior you expect.
 - ✓ Tell them who will be their assigned caregiver on the field trip. Show them this person.

✓ Discuss a meeting place at the site in case they get separated from the group.

✓ Problem solve with the children on what they should do if they do not see you or other caregiving adults. Help them think of who they would contact and what they would say.



✓ Make sure very young children can at least say the name of their facility.

✓ Let the children know that they must tell a caregiver if they want to leave the group to get a drink or go to the bathroom.

- Prepare all adults going on the trip. All caregivers and volunteers should be aware of their responsibilities and any emergency procedures.

✓ Tell them where emergency help is available, where the phone is located and the specific steps to follow in the event a child gets separated from the group and is not accounted for.

✓ Be sure to have an accurate attendance checklist and copies of the children's information cards with you.

✓ Do a visual and name count of the children before you leave the facility. Double check your count by matching names with the children.

At the Field Trip Site:

- Make sure that each caregiver counts and identifies by name and face each child assigned to them several times. It is easy to miscount or to have a correct number of children but not the right children. Always double check your counts by matching names with the children.
- Increase the level of supervision. Always keep all children in an adult caregiver's line of vision. Assume that a child might get separated. Be constantly alert to that possibility.
- Show the children the identified meeting place in case a child does get separated from the group. This should be a place that children know or that is clearly visible from most of the area that you are visiting. It might be the vehicle, a specific

Keys to Appropriate Supervision

building, or an unusual landmark.

- Establish a buddy system where an older child is a buddy to a younger child. This does not transfer the responsibility to the older child, but it does give you an extra pair of eyes.
- Consider using something to keep all of the children together when walking. A rope with knots for places to hold helps children stay with the group.
- Never leave the children unattended in a vehicle.

When Leaving the Site:

- When loading and unloading the vehicle:
 - ✓ Instruct the children on what to do - tell them where to stand or sit while waiting for others to get in and out.
 - ✓ Have a second adult monitor the children outside the vehicle while you are loading or unloading.
- Before leaving the site, count the children. Double check your count by using your attendance checklist to verify that each child is present.

Source <http://www.cis.state.mi.us/brs/cdc/>

Transitions

Transition times are often difficult times of the day for both caregivers and children. It helps to be clear about the role each adult is to play during the transition.

Arrival and Dismissal

- Be clear with parents/guardians that they need to communicate with you or a staff member when they arrive, leave, and when they take their child from your care.
- Parents/guardians should always escort the child into the center/home and inform the caregiver of their child's arrival.
- A designated caregiver should greet and sign in children who arrive unaccompanied by an adult via bus or children who come before and/or after school.
- Visually check the entire building carefully at the end of the day for children still in your care, and check again at closing. A child could be playing quietly or sleeping in an area that is not visible.

Shift Changes

- In centers, plan staff schedules that include a 15 minute overlap so the leaving staff and the arriving staff have 15 minutes to communicate about the children and the events of the day and the children become accustomed to the staff change.

Routine Transitions

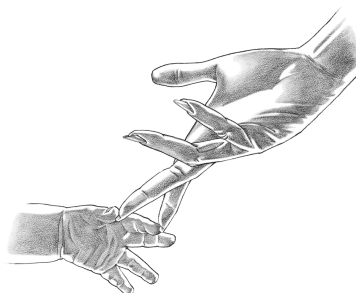
- Transitions occur for children throughout the day. Be alert when children move from one activity to another, or from one play area to another, especially indoor/outdoor transitions.
- If possible, give at least two people the responsibility for seeing that the transition flows smoothly. One should initiate the transition by going into the area and waiting to greet the children and helping them to get involved in the activity. The other person should make sure that all the children make it to the new area and no one is left behind.
- All adults must always know the total number and names of children. All children must be accounted for at the end of the transition time.

General Safety in the Child Care Setting

Bureau of Child Care staff frequently receive questions regarding issues of general supervision and safety. Summer is a busy time. With school-age children in attendance full day, increased field trips, and extra staff on board, child care programs can be stretched thin during the summer months.

The following are key points to help child care providers assess their individual child care programs and provide safe care and supervision of children:

- Stay within your licensed capacity. Extra children make supervision more difficult.
- Always maintain the required adult/child ratios. Ratios are a safeguard to assure a minimal level of appropriate supervision for children of varying ages and abilities.
- Keep accurate, dated daily attendance records.
 - ✓ Greet each child and parent at arrival to provide appropriate transfer of responsibility. This is also a wonderful opportunity for parent and caregiver to discuss anything that would be important for the caregiver to know. For example, the parent may share that the



child did not sleep well the night before. This information is valuable for the caregiver to have.

- ✓ Sign in and out all children when they arrive and depart, including children of caregivers/assistants.
- ✓ **Use first and last names** and the time signed in as well as the time signed out.
- ✓ Caregivers should match the children present to the attendance sheet periodically throughout the day for accuracy.
- ✓ **Check immediately** with the parent if a child does not arrive on a scheduled day.
- Supervision is ongoing; caregivers and assistants are never off duty, even during the children's naptime. Center office staff and kitchen staff, and day care home family members should also watch for children.

- Provide consistent staffing in centers and group homes so staff get to know each child.
- Avoid games that encourage children to leave your area of vision.
- Look for potential hiding places where children can hide, either behind or in objects such as furniture, shrubbery, play equipment, etc. This puts children out of your line of vision.
- Be aware of areas, such as bathrooms, exits, etc., that may not be used regularly. Have a plan for supervision of these areas.
- Arrange furniture to make it more difficult for children to leave unsupervised. Make exit areas less obvious or attractive. Erect visual barriers at the child's eye level that still allow for adult supervision.
- At the end of the day visually check the bathrooms, nap area, offices, classrooms, bedrooms, and outdoor play areas. Remember to check on and under all seats in vehicles if you have transported children that day.

Not Even for a Minute!

Never Leave a Child Alone in a Car

“Not Even for a Minute” is the Children’s Trust Fund’s (CTF) newest campaign, urging adults not to leave children unattended in automobiles. According to information from National Safe Kids Campaign, from 1996 through 2000, more than 120 children have died from heat stroke after being trapped in a vehicle. Most of these children were three years old and younger.

Heat is more dangerous to a child than to an adult. When a young child is left in a hot vehicle, their core body temperature may increase 3 to 5 times faster than that of an adult. A child left alone in a vehicle for even a short time is in danger of dehydration, injury, abduction and even death.

During the summer of 2001, CTF will make public awareness kits available to child care facilities, hospitals, convenience stores, and other related agencies and businesses.

Here are ways child care facilities can help with the “Not Even for a Minute” campaign:

- ✓ Remember to check the vehicle each time children are transported to make sure no children are left in the vehicle.

- ✓ If you have a newsletter for parents, place a brief note in it about children and car safety.

- ✓ When parents are arriving and departing the facility, ask that they do not leave their vehicles running or leave other children unattended in the car. Post this request as a reminder where parents can easily see it.



- ✓ Promote a car safety week at your facility. Share information with parents regarding seat belts, car seats, and other safety-related products and services.

- ✓ Visit the National Safe Kids Campaign web site at www.safekids.org for helpful information you can use.

Here are some tips to share with parents:

- ✓ Never leave children alone or unsupervised in an automobile, not even with the windows rolled down.

- ✓ Always put your keys in a safe and secure place. Never leave car keys where children can find them.

- ✓ Always lock your car and trunk, even at home. Unlocked cars pose a risk to children who are naturally curious and often lack fear.

- ✓ Keep rear folding seats closed to help prevent children from getting into the trunk from inside the car.

- ✓ Try to plan ahead when you have a lot of errands to run. Do these when a spouse, a neighbor or friend can watch your child.

- ✓ Remember to use drive-up windows at your bank, dry cleaners and other businesses that have them. Use gas stations that have pay at the pump services available.

When the outside temperature is 80 degrees F, the temperature inside a car can reach dangerous levels in just minutes. Never leave a child unattended in a car - not even for a minute. This is a car accident that is preventable!

For more information about the Children’s Trust Fund or to inquire about “Not Even for a Minute” flyers and posters, please call 573-751-5147.

CACFP - It's A Winning Proposition



The Child and Adult Care Food Program (CACFP) improves the nutritional health of Missouri's children and elderly or impaired adults by providing reimbursement for meals that meet minimum nutritional standards that are served in approved facilities.

In a time when improving the quality of care is a top issue in our state and federal governments, the funds provided by the CACFP can go a long way towards improving quality. The reimbursement helps to assure minimum nutrition standards are being met, as well as, provides an important means of support to the child care facility to improve or enhance already existing menus, increase variety, quality and nutritional value of meals served, and help keep costs to parents lower.

That's a winning proposition!

Child care centers eligible to participate in the CACFP must be:

- ✓ Licensed non-profit centers; or,
- ✓ Licensed for-profit centers that receive Title XX compensation (subsidy payment from the Division of Family Services) for at least 25% of enrolled children or 25% of licensed capacity, whichever is less; or,
- ✓ Licensed for-profit child care centers in which 25% of enrolled children are eligible for free or reduced-price meal reimbursement (below 185% of federal poverty level). Eligibility under this provision expires September 30, 2001; or,
- ✓ License-exempt child care centers that annually meet health and safety standards.

What other types of facilities can participate?

- ✓ Family child care homes.
- ✓ Outside school hours centers and at-risk after school programs.

- ✓ Emergency shelters.
- ✓ Adult day care centers.

What other benefits are there for participating in CACFP?

- ✓ Access to CACFP training and other related training.
- ✓ Access to professional nutrition consultants and registered dietitians located in offices near you. They can assist you with program information, nutrition education, food service management, sanitation and food safety, and more.
- ✓ Access to a library of nutrition resources.

How do I apply?

Call, write or e-mail to receive an application packet:

Missouri Department of Health
Bureau of Community Food & Nutrition Assistance
P.O. Box 570
Jefferson City, MO 65102
800-733-6251

Email: robink@mail.health.state.mo.us



Picnic Fun With Sandwiches . . .

New Fillings for the Old Standby

CACFP Training Schedule

Orientation training for the Child and Adult Care Food Program for child care centers* is held each month in the five district offices located throughout the state.

Northwestern District Independence

July 17, August 14,
September 18, October 16,
2001

Southwestern District Springfield

July 17, August 14,
September 18, October 16,
2001

Southeastern District Cape Girardeau

July 20, August 17,
September 21, October 19,
2001

Central District Jefferson City

July 24, August 21,
September 25, October 23,
2001

Eastern District St. Louis

July 13, August 10,
September 14, October 12,
2001

*Shelter and after-school training held separately.

Call 800-733-6251 to register for a training session in your area.

Peanut Butter

Peanut butter is a great favorite with kids of all ages. It is **amazing** when mixed with these different additions:

- Grated carrots
- Apple slices or chunks*
- Coconut & pineapple pieces
- Banana slices
- Chopped prunes or dates
- Raisins*
- Sprouts
- Nuts*

CACFP Contribution: For underlined items, at least 1/8 cup (2 tablespoons) per serving must be used to contribute to the fruit/vegetable requirement for the CACFP.

NOTE: Peanut butter may not be served as the only source of meat/meat alternate. Serve an additional source of meat/meat alternate with the peanut butter such as cottage cheese.

Cottage Cheese

Start with lowfat cottage cheese. Drain off any liquid & mix in something colorful.

- Nuts*
- Raisins*
- Chopped apples*, pears, pineapple or peaches
- Green pepper*
- Tomatoes or cucumbers

- Sliced bananas
- Applesauce

CACFP Contribution: For underlined items, at least 1/8 cup (2 tablespoons) per serving must be used to contribute to the fruit/vegetable requirement for the CACFP.

NOTE: 3 ounces of cottage cheese is equal to 1 ½ ounces of meat/meat alternate for the CACFP.

Egg Salad

Chop hard-cooked eggs & mix with a little mayonnaise or salad dressing. To jazz it up add one or more of the following:

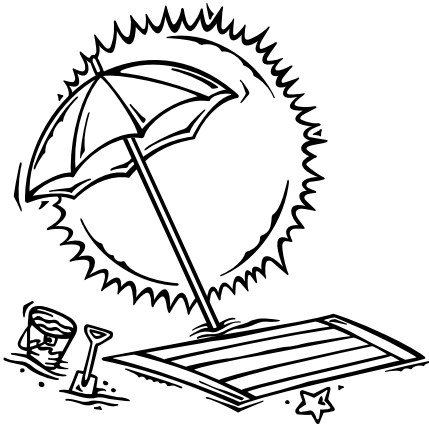
- Chopped onion, pickle or green pepper*
- Sunflower seeds*
- Grated carrots
- Chunks of celery
- Raisins*

CACFP Contribution: For underlined items, at least 1/8 cup (2 tablespoons) per serving must be used to contribute to the fruit/vegetable requirement for the CACFP.

*Watch out for potential choking hazards in children under 3.

Source: Nutrific Notes—
Nutrition Newsletter

Summer Fun In The Sun



Summer is in full swing, which means the children are spending more time outside. The American Academy of Pediatrics offers these tips to keep the children healthy and safe during the summer.

Sun Safety

- ✓ Babies under 6 months of age should be kept out of the direct sunlight. Make sure babies are in the shade or under a tree, umbrella, or the stroller canopy.
- ✓ Dress babies in lightweight clothing that covers the arms and legs and use brimmed hats.
- ✓ Apply sunscreen at least 30 minutes before going outside, and use sunscreen even on cloudy days. The sun protection factor (SPF) should be at least 15. You should not apply sunscreen to babies under 6 months of age. Keep these children in the shade.

- ✓ Try to keep children out of the sun between 10 am and 4 pm - that's when the sun's rays are strongest.

Playground Safety

- ✓ Carefully maintain all equipment.
- ✓ Swings should be made of soft materials such as rubber, plastic or canvas.
- ✓ Make sure children cannot reach any moving parts that might pinch or trap any body part.
- ✓ Make sure metal slides are cool to prevent childrens' legs from getting burned.

Pool Safety

- ✓ Never leave children alone in or near the pool, even for a moment.
- ✓ Make sure adults are trained in life-saving techniques and CPR so they can rescue a child if necessary.
- ✓ Surround your pool on all four sides with a sturdy five-foot fence. (Licensing rules require a 42 inch fence; the recommendation for a 5 foot fence is from the American Academy of Pediatrics.)
- ✓ Make sure the gates self-close and self-latch at a height children can't reach.

- ✓ Keep rescue equipment (a shepherd's hook - a long pole with a hook on the end - and life preserver) and a portable telephone near the pool.

- ✓ Avoid inflatable swimming aids such as "floaties." They are not a substitute for approved life vests and can give children a false sense of security.

- ✓ Whenever infants or toddlers are in or around water, an adult should be within arm's length, providing "touch supervision."

Bug Safety

- ✓ Don't use scented soaps, perfumes or hair sprays on children.
- ✓ Repellents appropriate for use on children should contain no more than 10 percent DEET because the chemical, which is absorbed through the skin, can cause harm. The concentration of DEET varies significantly from product to product, so read the label of any product you purchase.
- ✓ Avoid areas where insects nest or congregate, such as stagnant pools of water, uncovered foods and gardens where flowers are in bloom.

✓ To remove a visible stinger from skin, gently scrape it off horizontally with a credit card or your fingernail. You can also remove a stinger by pinching it out with a pair of tweezers or your fingers.

Dog Bites

✓ Never leave young children alone with any dog.

✓ Teach children some basic safety precautions for dealing with dogs outside their homes, such as not surprising or scaring a dog or never approaching an unfamiliar dog.

✓ Instruct children to stand still if approached or chased by a strange dog. Tell children not to run, kick or make threatening gestures. Children should face the dog and back away slowly until they are out of reach.

✓ Contact the child's parent(s) immediately whenever a child receives an animal bite that breaks the skin, no matter how minor the injury appears. The child's pediatrician will need to check whether the child has been adequately immunized against tetanus.

Source - American Academy of Pediatrics - www.aap.org

Be Safe... Don't Dehydrate!

Almost 60% of the human body is made up of water. When the body loses too much water, dehydration occurs, especially on a hot summer day. Under normal conditions we lose some body water everyday but are usually able to replace it by drinking fluids and eating foods that contain water.

Children tend to lose abnormally large amounts of water through fever, vomiting, diarrhea, or exercise. It is best to begin thinking about the dangers of dehydration before it actually happens. Children who are active outside during the hot summer months should be monitored for signs of dehydration:

For children, look for:

- ✓ dry mouth;
- ✓ inactivity or lethargy;
- ✓ no tears when crying;
- or
- ✓ strong pulse and normal heart rate.

For infants, also look for:

- ✓ fewer than six wet diapers per day, or
- ✓ soft spot looks flat, not sunken.

Most children only drink about half the fluids that they actually need. Children's fluid intake should be increased if he/she is going to be outside.

Cold water is the drink of choice when children are outside. If they are outside more than two hours, sports drinks can be used but are not necessary.

Some suggestions for helping prevent dehydration include...

- ✓ encouraging parents to send water bottles with their child.
- ✓ encourage water instead of soft drinks.
- ✓ have children drink at least 1 ½ cups of water 20 to 30 minutes before going outside in the heat to play.
- ✓ have them drink even when they are not thirsty; thirst usually occurs after the body is depleted in fluids.
- ✓ have regularly scheduled periods for children to have a cup of water, not just a drink out of the water fountain.

Prevention of dehydration is very simple. It can be avoided with proper hydration of fluids before going outside to enjoy the summer.

References:

Dehydration and Kids:

A Fluid Situation.

KidSource. www.kidsource.com

Dehydration.

KidsHealth. <http://kidshealth.org>

Upcoming Dates and Events

July:

National Lead Poisoning Prevention Week (11th-17th):

Celebrated annually during the third week of July. For more information, contact the National Lead Information Hotline and Clearinghouse at 1-800-424-LEAD; or: www.epa.gov/lead/nlic.htm; or www.hud.gov/lea.

Academy of General Dentistry's SmileLine

(20-21st): Free consumer dental hotline staffed by the Academy of General Dentistry members who are available to answer a wide variety of dental questions - including prevention of baby bottle caries, decay prevention and calcium sources. Call 1-800-SMILE33.

September:

Baby Safety Month:

Sponsored by the Juvenile Products Manufacturers Association to guide parents in the safe selection and use of baby products. For more info: www.jpma.org.

Food Safety Education

Month: Sponsored by the National Restaurant Association Education Foundation and the International Food Safety Council. For more info: 1-800-765-2122; or www.foodsafetycouncil.org; or www.restaurant.org.

National Kids Day (16th)

Held annually the third Saturday of September, the purpose is to honor children and demonstrate a commitment to nurturing, loving and supporting children in order to prepare them for the future. For more info: 1-800-25PEACE; or www.kidsday.net.

National Child Injury Prevention Week (1st-7th):

Sponsored by Safety by Design, Ltd. Designed to alert, motivate and educate parents in order to reduce the number of children who die or are disabled as a result of preventable injuries in the home.

Alternate forms of this publication for persons with disabilities may be obtained by contacting the Missouri Department of Health, Bureau of Child Care, P.O. Box 570, Jefferson City, MO., 65102, 573-751-2450. EEO/AAP services provided on a nondiscriminatory basis.

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JEFFERSON CITY MO 65102-0570